

Mr. Felt
W

18 February 1976

MEMORANDUM FOR: All NIOs, PP and RI
SUBJECT : Memoranda to the DCI

Attached is a note providing guidance on how internal memoranda should be addressed to Mr. Bush. Please ensure that this format is utilized henceforth on all correspondence going to the Director. Where appropriate, items being forwarded for action or approval should be sent via Mr. Carver for his initialing or comment prior to their being forwarded to Mr. Bush.



EA/D/NIO

STATINTL

Attachment

ES 76-2

16 February 1976

MEMORANDUM FOR: See Distribution

SUBJECT : Internal Memoranda Addressed to the DCI

1. Mr. Bush has asked that internal memoranda addressed to him for information or action be conveyed as follows:

MEMORANDUM FOR: Director

FROM : (Deputy Director or Component Chief)*

VIA : (If Appropriate)

SUBJECT :

2. If the item is being forwarded for review and approval, the approval and concurrence lines will appear on the last page of the memorandum.



D. C. Evans

Executive Secretary

* You will initial or sign here

STATINTL

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